

**PARK, RECREATION AND COMMUNITY SERVICES BOARD MINUTES****THURSDAY, October 14, 2010**

A regular meeting of the Park, Recreation and Community Services Board was held in the Council Chambers in City Hall of Burbank 275 East Olive Avenue, Burbank, California. The meeting was called to order at 6:15 pm by Steven Ferguson, Chairperson.

**ROLL CALL**

**Present .....** Members Ferguson, DePalo, Layfer, Yegparian and Prouty      **Absent...** None  
**Staff Present...** Assistant Director Marisa Garcia, Deputy Directors Jan Bartolo, Gaby Flores, Teri Stein; Administrative Officer Johnathan Frank, Managers Kris Smith, Recreation Supervisor Cathryn Villalobos, Acting Recording Secretary Paula Ohan

**PLEDGE OF ALLEGIANCE**

The pledge of allegiance was recited.

**WRITTEN COMMUNICATIONS**

None.

**APPROVAL OF MINUTES**

Minutes for August were approved (4-0) and September (3-0) (with changes noted).

**ORAL COMMUNICATIONS**

Mr. Fazeli spoke regarding a Stough Canyon planting event.

**ANNOUNCEMENTS**

Upcoming events were announced. Summer Daze Plus Camp program staff were recognized. Youth Board members were introduced.

**NEW BUSINESS****1. Starlight Bowl Annual Report**

Kristen Smith (Recreation Manager) and Cathryn Villalobos (Recreation Supervisor) provided an overview of the 2010 Starlight Bowl Season including the lineup for the six concerts, marketing, sponsorship programs, online ticketing, operations, facility improvements, concessionaires, attendance (17,348), revenue (\$206,355.82), and 2011 events.

In response to Boardmember comments, Ms. Smith explained that a limited number of tickets are still available for sale at the door on concert nights. The new ticketing system has the ability to track the number of unique individuals that attend. She explained that anything above the 4,200-4,300 maximum at the Bowl would interfere with an enhanced concert experience. The multi-cultural concert was a success and other ideas would be explored for next season. Revenue expectations were met this year.

**ACTION** Note and File.

**2. Procedures for Awarding Certificates**

Ms. Garcia reported that neither the City Council, this Board nor other Boards of the Park, Recreation and Community Services Department have any procedures in place for awarding certificates. They are currently awarded as requested on a case-by-case basis. Generally, as long as the recipient is a Burbank resident or has made some kind of significant impact in the community, a recognition will be made as appropriate. If it was the Board's desire to develop specific procedures, staff requested direction in order to return at a subsequent meeting with additional information.

After discussion, the Boardmembers decided not to adopt a formal policy for awarding certificates. The process would remain the same.

**ACTION** The process for awarding certificates would remain the same (the Boardmembers decided not to adopt a formal policy for awarding certificates).

**3. Neighborhood Town Hall Meetings**

Mr. Ferguson explained that the goal behind his suggestion to have Town Hall meetings was to reach out to park patrons and the neighbors around parks. His idea was to provide a forum to discuss parks and related issues as well as obtain community input (similar to what the Police Commission has done). He opened up the discussion to the Board who each shared their thoughts. Discussion included concerns about costs associated with these meetings, venues options and suggestions, ways the Department currently connects with the community, accessibility of staff and Boardmembers, and recent project which have included community outreach and meetings. Mr. Yegparian moved that the Department have community listening sessions. Mr. Ferguson seconded the motion. After further discussion and a suggestion by Mr. Layfer that a Joint meeting with City Council would be more appropriate, Mr. Ferguson withdrew his second and Mr. Yegparian withdrew his motion. Mr. Ferguson then moved that a request be submitted to City Council (via letter or other avenue) to

hold a Joint Meeting of the Park, Recreation and Community Service Board and City Council. Mr. DePalo seconded the motion. Mr. Yegparian asked that the motion be amended to remove any obstacles that would prevent him from bringing up a topic at the meeting (which he said occurred at the last Joint meeting with Council). Motion passed 5-0.

**ACTION** Motion made by Mr. Ferguson that a request be submitted to City Council (via letter or other avenue) to hold a Joint Meeting of the Park, Recreation and Community Service Board and City Council. Mr. DePalo seconded the motion. Mr. Yegparian asked that the motion be amended to remove any obstacles that would prevent him from bringing up a topic at the meeting (which he said occurred at the last Joint meeting with Council). Motion passed 5-0.

#### **4. November Meeting Scheduling**

Alternate dates and locations were provided for the November meeting, which falls on the Veterans Day holiday this year. The Board discussed options and chose to meet on November 10, 2010 at City Council Chambers.

Mr. DePalo moved to meet on November 10, 2010. Motion seconded by Mr. Prouty and passed 5-0.

**ACTION** Mr. DePalo moved to meet on November 10, 2010. Motion seconded by Mr. Prouty and passed 5-0. The November Board meeting was scheduled for November 10, 2010.

### **OLD BUSINESS**

#### **1. City Council Agenda Items**

Ms. Garcia reported that the City Council approved and appointed Youth Board members (Sept. 14) as well as receiving an update on the Centennial Celebration (Sept. 14); the Johnny Carson Park Revitalization Project was presented (Sept. 28); the Child Care Committee members were appointed (Oct. 5); staff will be requesting authorization to apply for a Land Water Conservation fund grant for the Youth Campground at Stough (Nov. 2).

In response to a Boardmember's question, Ms. Flores explained that there are several events taking place to celebrate the City's Centennial: the kick-off celebration will take place on December 31<sup>st</sup>; an event will take place on the incorporation date (July 8<sup>th</sup>); there will be a family event at Carson Park (Oct. 1); and there will be a listing of 100 ways to Celebrate within the City. Staff would look into a suggestion by a Boardmember to have a joint event with the Angeles Chapter of the Sierra Club, which is also celebrating its centennial next year.

**ACTION** Note and File.

#### **2. Aquatic Facilities Update**

Ms. Garcia reported that City Council had approved entering into a design agreement with the consultant, and that design docs were submitted and are under review. There will be a community meeting on October 18 to solicit input from the community. The anticipated project schedule is as follows: construction docs completed in December, agency plan review in December, bid and award of project in January and February, construction beginning in February, and project completion in November.

**ACTION** Note and File

#### **3. Letter Supporting –Save the Los Angeles River Studio City Open Space Conservation Initiative**

Mr. Frank reported that the letter of support, on behalf of the Board, had been sent to the organization. A memo had also been forwarded to the Mayor's office, which she is in the process of signing.

**ACTION** Note and File

### **REPORTS**

1. **Child Care Committee**- Mr. DePalo reported that new officers were elected. A representative from the Kids Dental clinic attended. Next month, a representative from the Lions Club will speak about Operation Kids Sight program.

**ACTION** Note and File

2. **Senior Board**- Mr. DePalo reported that new officers were elected and that meeting locations were being rotated, exposing the group to new facilities.

**ACTION** Note and File

3. **Youth Board** –Mr. Prouty reported that new officers were elected. The group voted to continue participating in the Christmas Basket sponsorship program and the Barnes and Noble Book Fair.

**ACTION** Note and File

**ADDITIONAL COMMENTS FROM AUDIENCE**

Mr. Rogers spoke on the Starlight Bowl concessionaire and on the lap swim program.

**ADDITIONAL COMMENTS FROM BOARD AND STAFF**

Mr. Yegparian questioned whether he should remain on the Transportation Task Force since Transportation had moved to the Community Development Department. It was confirmed that he would remain liaison. The Boardmembers acknowledged Ms. Stein, who would be retiring in November, for her years of service. Mr. Yegparian clarified his previous comments during the Town Hall meeting discussion. Mr. DePalo and Mr. Ferguson spoke regarding the Walk of Fame event.

**ADJOURNMENT**

The meeting adjourned at 8:43 pm.

**CHAIR:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SECRETARY:** \_\_\_\_\_ **Date:** \_\_\_\_\_